

## **Curriculum Application Checklist**

#### PLEASE READ CAREFULLY, AS THE APPLICATION HAS BEEN RECENTLY REVISED

Printe	Printed Name Le	gal Signature	Date
above	STATEM  hereby certify that this application includes <u>all</u> documenbove. I understand that an incomplete application or application not being processed.	ENT OF COMPLETION ents which are required to be attached, for the appro	oval as outlined ult in my
		ndards Checklist. (Form # RC-CURR-DT-401). inted screen shots of all components of the virtual curring Evaluation. (Form # RC-CURR-DT-402). me access as an enrolled student.	eulum.
FOR	FOR VIRTUAL CURRICULUM (DRIVER TRAINING		
	Curriculum Standards Checklist (Form # RC-CURR # RC-CURR-DI-401) for time calculation standards.	-DT-401) or the Driver Improvement Curriculum Crite ndards Checklist (Form # RC-CURR-DT-401) or Drive	ria Checklist (Form
	Provide the documentation requested in Section 4 of of 30 hours of content for Driver Training or 6 hours	this application to demonstrate the curriculum is comp of content for Driver Improvement. Refer to the Driver	rised of a minimum er Training
	presentations).  Submit a copy of Teacher/Instructor guidance mater Submit a detailed course syllabus.	ial including, if applicable, discussion points or teacher	's manual.
	Submit two copies of the curriculum. Submit copies of all multi-media presentation mater	ial used for student delivery (such as videos, DVDs and	<del></del>
FOR	accordingly.  FOR CLASSROOM/TEXTBOOK BASED CURRICUL	IJIM (DRIVER TRAINING/DRIVER IMPROVEM	ENT).
	of the application with the exception of Section 1, w	r(s), and/or controlling stockholders —are required to cohich only needs to be completed once. You may photo	omplete all sections copy these sections
	Completion at the bottom of this page and include it		

Please submit application and all supporting documents to:
Georgia Department of Driver Services
Attn: Regulatory Compliance Division
2206 East View Parkway
Conyers, Georgia 30013

An application Drop Box is also available at the entrance of the Conyers Customer Service Center.



## **Curriculum Application**

SECTION 1: Ap	plicant Information	on				
Full Legal Name of the Compa	any					
Trade Name/DBA, if applicab	le				-	
Physical Address		City		County	State	Zip Code
Mailing Address Sam	e as above	City		County	State	Zip Code
Primary Phone Number		Second	dary Phone Number			Facsimile Number
Email address			<u>, , , , , , , , , , , , , , , , , , , </u>		Website	
Unless the box  1.1 Is this company a com  ☐ Yes ☐ No  1.1.1 If you incompany a company a compa	dicated "Yes" to questite of Authority from the	pondence wo poility corpor on 1.1, have e Georgia So	ration? e you applied for an ecretary of State?	he email ac		Same as above
*	the names of all office		875.			
Name			Title/Position		Inter	est Held
<ul><li>1.2 Is this company joint ☐ Yes ☐ No</li><li>1.2.1 If yes, list</li></ul>	ly owned (partnership) the names of all partne					
Name			Title/Pos	ition		
- 0		1 2010 1 2 1 2 2 2 2				



## SECTION 2: Applicant Qualifications

Last Name	First Nar	me	Middle Name	Suffix	Title/Position
Date of Birth	Driver's	License #	State of Issuance		Social Security #
Home Address		City	County	State	Zip Code
Mailing Address	Same as above	City	County	State	Zip Code
Primary Phone Nur	nber		Sec	condary Phone Numbe	r
Email address	<del></del>				
2.1 Are you a U	United States citizen?				
2.1.	I If you answered "No" to ☐ Yes ☐ No	question 2.1, can you	provide proof of lawful stat	us to be in the Un	ited States?
NOTE: Accept	table proof of citizenship or	· lawful status is requ	ired to be sent in with your	application.	
2.2 Are you cur	rently employed with the G No	eorgia Department of	Driver Services?		
	e a spouse, dependent child, partment of Driver Services No		or dependent adopted child	that is currently e	mployed with the
<u>SECTION</u>	3: Course Properties	S			
3.1 What is the	marketed name of the cour	se?			
<b>3.2</b> What is the		provement/Defensive lining (Driver Education			
3.3 Approximat	ely how long, measured in l	nours, is the course?			
3.4 How is the c	course delivered?	student workbook	] Computer-based		



# SECTION 4: Content Verification

Refer to the Driver Training Curriculum Standards Checklist (Form # RC-CURR-DT-401) or the Driver Improvement Curriculum Criteria Checklist (Form # RC-CURR-DI-401) for time calculation standards.
4.1 Provide the total word count for all written material to be read by the student.
4.1.1 On a separate page provide the total word count contained in each course module.
<b>4.2</b> Provide the total time duration, in minutes, of all multimedia presentations, including all video clips, audio clips, and animated graphics contained in the course.
4.2.1 On a separate page provide the total multimedia time duration contained in each course module.
4.3 Provide the total number of all quiz, exam, and final exam questions presented to the student. If you use a question bank, count only the questions the student will be expected to answer.
4.3.1 On a separate page provide the total number of quiz and exam questions contained in each course module.
4.4 Provide the total number of charts and graphs contained in the course.
4.4.1 On a separate page provide the total number of charts and graphs contained in each course module.
SECTION 5: Applicant Affirmation  Under penalty of law, I do hereby swear or affirm that all the information I have provided herein is complete and accurate.
I will refrain from abusing alcohol or other drugs, and from using illegal drugs.
I will submit all reports and information as specified in the DDS rules and regulations and will allow DDS to examine and audit my program's books, records, and financial statements.
I hereby authorize the release to DDS of any information necessary for the evaluation of my application. I understand that this information will be used only for the purpose of processing my application. Photocopies of this authorization will be valid for the purpose of requesting such information.
I understand that to knowingly make a false statement or conceal a material fact in this application will result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.
Legal Signature Date
Sworn to and subscribed before me
thisday of20 (SEAL)

Notary

#### DTCS 2

The student will demonstrate an understanding of basic vehicle operating procedures.

Key concepts/skills include:

- a) pre-driving procedures;
- b) starting procedures (automatic and manual transmissions);
- c) vehicle information, warning, and control devices;
- d) vehicle securing procedures.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 2.

#### DTCS 3

The student will recognize the effects of momentum, gravity, and inertia on vehicle control and balance, and the relationship between kinetic energy and force of impact.

Key concepts/skills include:

- a) seating and hand position;
- b) steering, braking, and acceleration;
- c) compensating for shifts in vehicle load (from side to side, front to rear, and rear to front) that affect vehicle performance;
- d) types of collisions head-on, near-frontal, broadside, rear-end, rollover, sideswipe.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 3.

#### DTCS 4

The student will demonstrate the ability to manage visibility, time, and space to avoid conflicts and reduce driving risks.

Key concepts/skills include:

- a) synthesizing information visually from the driving environment, using a space management process;
- b) following interval concepts;
- c) selecting gap and judging distance;
- d) estimating passing time and space needs.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 4.

#### DTCS 5

The student will demonstrate appropriate adjustments when approaching controlled and uncontrolled intersections, curves, railroad crossings, and hills with line-of-sight or path-of-travel limitations.

Key concepts/skills include:

- a) roadway signs, signals, and markings;
- b) right-of-way rules;
- c) slope/grade of terrain;
- d) vehicle position.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 5.



With the passage of Senate Bill 226, the Georgia Department of Driver Services has the authority to approve programs and curricula for driver education. Curriculum providers seeking DDS approval of a classroom program or virtual (online) driver training program must certify that their program adheres to the Driver Training Curriculum Standards (DTCS) outlined in this document. Upon completion of the course, the student should be capable of demonstrating an understanding of each key concept.

### Every curriculum, classroom or virtual, must be comprised of a minimum of 30 hours of content.

#### Use the following standards for time calculations:

- Word count divide number of words by 180 to determine number of minutes.
- Charts and graphs count each one as one minute.
- Quiz/test questions count each one as 1.5 minutes.
- Multimedia presentations (including all video clips, audio clips, and animated graphics) count each one
  as its actual running time. Multimedia presentations are limited to 10% of total course time.

**Note:** Curricula submitted for Department approval must be original works of authorship. All content on the Department's website is copyright protected; any use without the Department's approval shall be considered copyright infringement and legal action may be taken.

#### Instructions to Curriculum Providers

Curriculum providers are required to certify that their course of instruction adheres to the Department's standards. Course material must be specific to Georgia traffic laws, Georgia licensing requirements, and Georgia's teen driving laws. Courses written for other states or courses containing material specific to other states will not be reviewed.

Virtual curriculum providers must also complete the Department's Virtual Driver Training Program Evaluation form. Only interactive web-based programs will be considered. *CD-ROM programs are not acceptable.* 

#### **Driver Training Curriculum Standards (DTCS)**

After reviewing the standards herein, the curriculum provider should initial next to each statement, certifying the course covers all indicated concepts and areas of required instruction. Any course not adhering to these standards, or failing to be specific to Georgia requirements, will be rejected.

#### DTCS 1

The student will demonstrate an understanding of Georgia traffic laws, licensing procedures, teen driving laws and other responsibilities associated with the driving privilege.

Key concepts include:

- a) licensing requirements and types of licenses;
- b) the motor vehicle section of the Code of Georgia;
- c) requirements outlined in TADRA (Teen and Adult Driving Responsibility Act) and Joshua's Law.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 1.



#### DTCS 6

The student will identify the characteristics of an expressway and apply risk-reducing expressway driving strategies.

Key concepts/skills include:

- a) entering, merging, integrating into, and exiting from traffic flow;
- b) managing interchanges;
- c) selecting vehicle position and changing lanes.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 6.

#### DTCS 7

The student will demonstrate the ability to communicate presence and intentions with other highway transportation users.

Key concepts/skills include:

- a) vehicle position and driver action;
- b) vehicle communication devices.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 7.

#### DTCS 8

The student will analyze and describe the physiological and psychological effects of alcohol and other drugs and their impact on a driver's awareness of risks and involvement in collisions.

Key concepts include:

- a) prescribed and over-the-counter medications;
- b) illegal drugs;
- c) effects of alcohol and other drugs on vision and space management;
- d) synergistic effects of drugs;
- e) alcohol elimination factors.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 8.

#### DTCS 9

The student will identify and analyze the legal, health, and economic consequences associated with driving and using alcohol and other drugs.

Key concepts/skills include:

- a) positive and negative peer pressure;
- b) Implied Consent and Blood Alcohol Concentration (BAC) levels for adults and teens;
- c) school attendance and school conduct infraction violations;
- d) loss of license, licensing restrictions, and other costs.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 9.



#### DTCS 10

The student will recognize the consequences of aggressive driving and other emotions that influence driving behaviors.

Key concepts include

- a) stress and anxiety;
- b) anger management;
- c) the relationship between aggressive driving and road rage.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 10.

#### DTCS 11

The student will analyze the effects of fatigue and other physical conditions on driver performance.

Key concepts include:

- a) short and long term physical and mental disabilities;
- b) chronic health conditions;
- c) circadian rhythms;
- d) sleep deprivation.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 11.

#### DTCS 12

The student will identify distractions that contribute to driver error.

Key concepts include:

- a) passengers and pets;
- b) passenger restrictions for provisional license;
- c) vehicle accessories;
- d) cell phones and other portable technology devices.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 12.

#### DTCS 13

The student will identify changes in the environment that affect visibility and traction and demonstrate an understanding of appropriate driver reaction to these risks.

Key concepts/skills include:

- a) driving at night;
- b) smoke and weather-related conditions;
- c) road conditions and construction;
- d) vehicle stability and traction control systems.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 13.



#### DTCS 14

The student will demonstrate an understanding of the proper use of vehicle occupant protection features and analyze how they reduce injury severity and increase collision survival.

Key concepts/skills include

- a) active restraint systems;
- b) passive restraint systems;
- c) child restraint systems;
- d) highway safety design.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 14.

#### DTCS 15

The student will identify and evaluate emergency response strategies to reduce collision severity or avoid a collision in high-risk driving situations.

Key concepts/skills include:

- a) evasive maneuvers, using brake and steering combinations;
- b) off-road recovery;
- c) front and rear traction control.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 15.

#### **DTCS 16**

The student will identify and describe the performance characteristics of other road users and apply problem solving skills to minimize risks when sharing the roadway with

- a) pedestrians and animals;
- b) bicycles and motorcycles;
- c) tractor trailers, trucks, and construction vehicles;
- d) sport utility vehicles, recreation vehicles, and trailers;
- e) emergency vehicles;
- f) funeral processions;
- g) passenger and school buses;
- h) farm machinery and horse drawn vehicles.

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 16.

#### DTCS 17

The student will compare vehicle braking systems and explain proper braking techniques for various weather and roadway conditions.

Key concepts/skills include:

- a) small and large vehicle conventional brake systems;
- b) two and four-wheel anti-lock brake systems (ABS).

I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 17.



#### **DTCS 18**

The student will analyze how preventive maintenance reduces the possibility of vehicle failures and recognize the warning signs that indicate the need for maintenance, repair, or replacement.

skills	include:
	skills

- a) vehicle warning devices;
- b) lights and signals;
- c) steering and suspension systems;
- d) tires and braking systems;
- e) fuel and ignition electronics.

I certify the s	ubmitted curriculum adhe	res to the key concep	ts and/or skill instr	uction required for
DTCS 18.		•		

#### **DTCS 19**

The student will identify and describe the legal aspects and calculate the financial responsibilities associated with purchasing, operating, maintaining, and insuring a motor vehicle.

Key concepts include:

- a) insurance coverage;
- b) title and vehicle registration;
- c) Clean Air Force requirements;
- d) crash involvement.

I certify the submitted curriculum	adheres to the key	concepts and/or skill	instruction required for
DTCS 19.		•	ed Coloridado de procedente do partir de Austra do Colorida de Austra de Austr

#### **DTCS 20**

The student will demonstrate competency in map reading and trip planning skills.

Key concepts/skills include:

- a) destination driving;
- b) trip planning techniques.

 I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for	r
DTCS 20.	

Name	Company (dba)	Title
Legal Signature	Date	



Virtual driver training programs should be composed of 3 distinct components.

#### 1<sup>st</sup> is the course content.

This is the cornerstone. Course content must adhere to all DDS curriculum standards (see Driver Training Curriculum Standards Checklist, Form RC-DT-401). However, specific course content is not examined in detail in this form, as it falls under the review and approval process.

#### 2<sup>nd</sup> is the course delivery system.

This is how the course content is presented to the students. The program must be capable of delivering the material in a manner that is easy to use and effective. The delivery system must guide students through the course, while assisting them in achieving the required level of proficiency (70%).

#### 3<sup>rd</sup> is the monitoring and recording system.

This is the most critical of the three components. It is used to determine whether a student meets the 30-hour requirement for classroom instruction required by Georgia law, and reaches the required level of proficiency. It is also used to create and manage the required records.

**Note:** CD-ROM courses are NOT virtual classroom programs; they are computer-assisted instruction programs designed for mail-in or hand-in assignments. This type of program is not interactive and is primarily used in a physical classroom where only the student's time of attendance is monitored.

Curriculum Name	
Company Name	
URL, Login & Password (if available)	

#### Evaluate each of the three program components and rate them accordingly.

- The evaluation indicators are: Excellent, Good, Satisfactory, Poor, and Not Available.
- Some items have check boxes to identify specific features. You should check the boxes
  consistent with the program's functionality.
- After identifying any specific features and evaluating each item, check the indicator at left that best describes the item's features and functionality.

	1						
Excellent	Good	Satisfactory	Poor	Not Available	1. Course Content  Unlike a physical classroom where limited numbers of students participate in a variety of activities and the time spent is all-inclusive, the content in a virtual program must stand alone and completely fulfill the time requirement (see Driver Training Curriculum Standards Checklist, Form RC-DT-401).  Note: all material below is virtual, or online.		
					Textbook		
					Workbooks		
					Study Sheets		
					Quizzes	auto correcting	manual correcting
					End of Module Tests	auto correcting	manual correcting
					Final Exam	auto correcting	manual correcting



Excellent	GC	Satisfactory	P	Not Available	2. Course Delivery  The program must be structured to provide easy navigation for students and maximize their visual and intellectual capabilities. Achieving set
ent	Good	ory	Poor	ble	proficiency requirements helps students increase retention and comprehension.
		1	1		Security
					Secure Login
L	l		l	1	Course Materials
					General - Provides a self-teaching mode that permits students to work at their own pace and gain the most from the material presented.  Textbook – provides students with a standard of learning that will'serve as a
					focal area, helping to maximize the effectiveness of the course content, and allowing all students to benefit from standardized direction.
					Workbook – tests a student's comprehension of the material presented.
					Quizzes/Tests/Final Exam
					<ul> <li>Auto-correcting, giving the student immediate results.</li> <li>Requires 70% proficiency level before advancing to the next level, ensuring that students understand the material presented.</li> </ul>
					<ul> <li>Limits number of attempts per day; prevents students from taking unlimited numbers of the same test.</li> </ul>
					<ul> <li>Randomly positions/replaces questions, forcing students to be prepared and eliminating cheating by copying previous answers.</li> </ul>
					Student Tools
					<b>Textbook Viewer</b> – Allows material to be reviewed as many times as needed, helping students achieve the proficiency required for successful completion.
					Workbook Viewer
					<ul> <li>Allows answering workbook questions online.</li> <li>Provides capability to review workbook scores. Incorrect answers are linked to textbook page (screen) to allow students to revisit question material.</li> </ul>
					<ul> <li>Provides capability to return and edit answers if below 70% proficiency requirement.</li> </ul>
					Testing
					<ul> <li>Provides capability to review test scores.</li> <li>Links incorrect answers to textbook page (screen) so students can revisit question material.</li> </ul>
					<ul> <li>Allows for retaking quizzes, tests, and final exam.</li> </ul>
					Student Help  Internal messaging system for questions and teacher help.
					E-mail messaging and assistance.
					Live help via text chat for computer and/or program problems.
					Toll-free phone line for voice assistance.



### 3. Monitoring and Recording

A virtual driver training program must have a method of validating the 30-hour course requirement. The program must have an accurate date/time monitoring system, student recordkeeping system, student evaluation system, and a reporting system. The reporting system must provide overall program statistics and analysis.

Recorded	Not Recorded	a. Date/Time Monitoring					
ed		Function	Comments				
		Records student login date and time. Allows the teacher to see when a student is online, aids in evaluating the student's effort.  LOGOUT  Records date and time of logout. Ensures all records are properly closed.	Not accurate for timing purposes. Students can leave their computers on for extended periods without working on the course.  Not accurate for timing purposes. Only functions if student logs out properly. Students can simply close their internet browser without logging out.  Must include all features listed or				
		Textbook					
		Records date/time, time spent on each page.  Flore pages with improvement to time.	will not be accurate for timing purposes. Must have a time out				
	-	Flags pages with inappropriate time.	feature to compensate for extended				
		Times out page when left idle.  Marthault	periods of idle time and/or students' failure to logout.				
		<ul><li>Workbook</li><li>Records date/time, time spent on each page.</li></ul>	landro to logout.				
		Flags pages with inappropriate time.					
		Times out page when left idle.					
		Quizzes					
		<ul> <li>Records date/time started.</li> </ul>					
		<ul> <li>Records date/time ended.</li> </ul>					
		Calculates total time.					
		Times out when left idle.					
		End-of-Module Tests					
		Records date/time started.	_				
	700	Records date/time ended.	]				
		Calculates total time.					
		Times out when left idle.					



Recorded	Not Recorded	a. Date/Time Monitoring (contd.)						
		Function	Comments					
		Records date/time started.     Records date/time ended.     Calculates total time.      Times out when left idle.	Must include all features listed or will not be accurate for timing purposes. Must have a time out feature to compensate for extended periods of idle time and/or students' failure to logout.					
		Student/Teacher Communications Records communications and calculates student's time to review information from teacher.  Administrative Communications Records communications between students and administrative personnel.	Allows monitoring for inappropriate communications					

Excellent	Good	Satisfactory	Poor	Not Available	b. Student Records			
					Textbook Activities (logs record date and time)			
		<ul> <li>Pages read are logged and categorized by module.</li> </ul>						
					<ul> <li>Student's time on each page is logged. Time is logged and categorized by page and module viewed.</li> </ul>			
					<ul> <li>Total textbook log calculates totals of all pages – adjusts for time out errors of prolonged/idle pages.</li> </ul>			
					Workbook Activities (logs record date and time)			
					Pages read are logged.			
					<ul> <li>Student's time on each page is logged. Responses are:</li> <li>Saved Auto-corrected Reviewable by teacher</li> </ul>			
					Quiz Records			
					☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time			
					End-of-Module Test Records			
					☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time			
					Final Exam Records  Date Time started Time ended Answers Score Total time			



Excellent	Good	Satisfactory	Poor	Not Available	<u>c. Student Evaluation</u>		
					"Student Needs Extra Attention" notification.		
					View Textbook Logs ☐ Dates accessed ☐ Total Time View ☐ Inadequate Time Warning	/ed	
					View Workbook Logs ☐ Dates ☐ Times ☐ Answers ☐ So	ores	
					View ALL Quizzes ☐ Dates ☐ Times ☐ Answers ☐ So	ores	
						ores	
					View Final Exam       ☐ Dates       ☐ Times       ☐ Answers       ☐ Sc         (All Attempts)	ores	
TON	ΓES						